

US EPA RECORDS CENTER REGION 5



513987

## Minnesota Pollution Control Agency

January 19, 1983

Mr. George Boyer  
E. A. Hickok and Associates  
545 Indian Mound  
Wayzata, Minnesota 55391

Dear George:

The purpose of this letter is to summarize our meeting of January 12, 1983, regarding the current contract between the Minnesota Pollution Control Agency (MPCA) and E. A. Hickok and Associates for work on W23, W105, W300 and the private well survey. At that meeting we discussed past performance under the contract as regards work on W23, completion and tabulation of the survey results, and requirements for amending the contract.

### Past Performance

As we discussed, the main problems under the existing contract have been in the area of reporting fiscal tracking and subcontractor control. Each of these are discussed in detail below:

1. Reporting. While the monthly reports have been delivered on a more timely basis as of late, there has been no technical summary of work to date, especially on W23. Therefore, a summary report should be prepared, including summary tables of analytical results, and summary figures of water levels and changes in casing and a summary drawing and log of materials removed from W23. Also a copy of all slides of the project should be made available to the MPCA. This report must be delivered to the MPCA before the contract can be amended. As we discussed, you already have the majority of this material on hand, so that preparation of such a report should be neither difficult or time consuming.
2. Fiscal Tracking. We agreed that part of the problem in this regard was that the monthly progress meetings have, in the past, reverted to solely technical discussions about the well. In the future, both the MPCA and Hickok will strive to set aside time for management and fiscal discussions.

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Because the amount of the contract (as amended in my September 28, 1982 letter to you) was exceeded, neither your November or December invoices can be paid, because there are insufficient funds. While the MPCA fully intends to make good these payments, at least a portion of the funds must now come from the Superfund grant. Because of different and more complicated reporting requirements for the Superfund program, could you please resubmit both the November and December invoice showing daily breakdowns for both your staff and E. H. Renner and Sons? This reporting technique will also be required on future invoices.

3. Subcontractor Control. Your November invoice contained a bill from E. H. Renner and Sons which was at least twice as large as previous submittals. While I do not doubt that all time and materials have, in fact, been used on the project, it is difficult to believe that they were all used in November, especially given the work outlined in your monthly report. You agreed to remind the subcontractor to keep his invoices current. You also agreed to prepare an inventory of all materials for which the MPCA has been billed by E. H. Renner. Please be advised that all of that material must be delivered to the MPCA before the amendments to the contract can be executed, again because of the change in funding source and subsequent differences in reporting requirements.

#### Survey

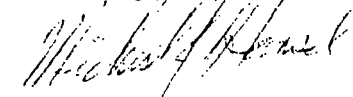
We discussed at length the format of the tables and figures for the private well survey. It is my understanding that your final report on the survey will contain a set of mylar maps and mylar overlays showing locations of wells, a tabulation of all wells, a separate file folder containing materials on each well, a copy of the CPT disk which contains the tabulation, and a copy of all photographs documenting location and conditions of wells. It is also my understanding that the final report on the survey will be finished without further need of funds and before the contract amendments are executed.

#### Contract Amendments

As we discussed, by Friday, January 21, 1983, you and your subcontractor are to deliver to the MPCA a proposal outlining a projected scope of work, funds required, and a proposed timetable for finishing the work on W23, W105, and W300 as outlined in the existing contract.

I believe our meeting on January 12, 1983 was most productive. I look forward to receiving your reports and proposal.

Sincerely,



Michael J. Hansel  
Regulatory Compliance Section  
Solid and Hazardous Waste Division

MJH/rj

cc: Paul Bitter, U.S. Environmental Protection Agency